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A. Vendor Response to Capabilities Table

The table below lists the capabilities needed in an E-filing framework. The capabilities do not describe the complete configuration of the final product. Configuration requirements will be further defined during implementation in cooperation with the selected Vendor.

Vendor must complete the following table and submit with the proposal response.

The **directions for completing the tables** are:

- “Included” column: Place an “X” in the cell beside the requirement if the proposed solution includes the described capability. Otherwise, leave the cell blank.
- “Note” column: Include a note about any matter of importance related to each capability, and indicate it by placing an “N” in the Note cell (in addition to the “X” in the Included column, if applicable). All notes must be placed in a separate Notes table immediately following the response to the requirements table. The Notes table must include two columns. The left column must reference the line number for the capability (and bullet letter if applicable) and the right column must display the Vendor’s note.
- If the proposed solution includes only part of a capability, mark the “Included” column with the exceptions (e.g. “X except a, d, e”), indicate the Note with “N”, and explain the exceptions in the note table. Otherwise, leave the cell blank. Notes may be helpful to describe alternative approaches or in situations where the solution cannot meet

the capability through configuration, but can satisfy it through programming code as an extension of the solution.

B. E-filing Capabilities Table

#	Description of Capability	Included	Note
1.0 ADHERANCE TO STANDARDS & RULES			
1.	The e-filing is developed in conformance with the OASIS LegalXML Electronic court Filing (ECF) 4.x specification.		
2.	Allows migration to new releases of XML standards.		
2.0 USER / ACCOUNT REGISTRATION and MANAGEMENT			
2.1 GENERAL			
3.	Maintains a register of authorized users and identifiers. Supports registration/authorization process for submission of electronic court filings by: (a) attorneys; (b) self-represented litigants; (c) judicial officers and court personnel; (d) other agencies; and (e) other authorized users.		
4.	Provides automated processing of new user accounts, including generating emails to confirm the request and creation of the account.		
5.	Ability to require that certain types of users provide required information (e.g., a user who identifies as an attorney must provide a Supreme court registration number).		
6.	Requires a unique user name and password for each user.		
7.	Ability for users to change their own user names.		
8.	Ability for users to change and/or reset their own password.		
2.2 ORGANIZATION / GROUP ADMINISTRATION			
9.	Ability to define, manage and control user rights and authorizations at the organization level (e.g., court, law firm, child support agency, prosecutor's office, public defender office).		

#	Description of Capability	Included	Note
10.	Ability for individual user accounts/profiles to be associated with an organization's "group account" so that a user can be verified as a member of the external organization and the user's rights can be based on the group's rights (e.g., an attorney in the prosecutor's office can file a criminal case; an attorney can be identified as a member of a particular firm).		
11.	Ability for organizations to set up an "Administrator" account that will have the authority to create individual user accounts on behalf of authorized filers within the organization. (e.g., individual accounts for new attorneys in a law firm would be created by that organization's administrator).		
12.	Ability for users assigned as administrators to view filings for all users in their administration group.		
13.	Ability to establish different security levels within an organization (e.g., child support).		
14.	Issues an alert if administrator attempts to assign a user to an inactive profile.		
15.	Ability to assign security administration responsibilities to multiple users, with the ability to set limits for subordinate security administrators (e.g., a law firm administrator can reset a password for employees of that firm, but cannot establish new user profiles).		
3.0 FILING CREATION and SUBMISSION			
3.1 FORM REUSE or GENERATION			
16.	Ability to use the courts' existing editable online PDFs and preformatted Word templates in preparing a filing.		
17.	Ability to support a document generation process that collects data based on selection of variable categories, criteria, and options and generates the appropriate document for the filing, suitable for self-represented litigants.		
18.	Ability to support filing of scanned documents of litigants not required to use e-filing or exempted from the requirement.		

#	Description of Capability	Include d	Note
19.	Ability for filers to select the court and filing type (e.g., new/ existing case, pleading, answer, motion, proposed order) from a pick list, and browse for a document to attach or generate a new one.		
20.	Automatically filter and display to the filer only the forms, fields, and lists appropriate to the court selected by the filer.		
3.2 FILER CONTROL OF FILING			
21.	Ability for filers to select the court and filing type (e.g., pleading, answer, motion, proposed order) from a pick list, and browse for a document to attach or generate a new one.		
22.	Automatically filter and display to the filer only the forms, fields, and lists appropriate to the court selected by the filer.		
23.	Ability for filers to include physical and email addresses for distribution of service documents and notices to parties.		
24.	Displays instructions, conditions, or specific requirements for each case type or filing type when selected. Filing Instructions are specific to a combination of court, case type and document/filing type.		
25.	Ability to save in-progress filings for completion at a later time.		
26.	Ability to amend or correct a submission.		
27.	Ability for filers to indicate that one filed document is associated to another document in the filing (e.g., in the event of one document being split into multiple parts).		
28.	Ability to attach multiple supporting documents and link (e.g., as an exhibit, transcript, multimedia presentation made to the jury) to main documents in the submission, or note the existence of non-electronic submissions (e.g., physical exhibit, oversize document).		
29.	Supports the attaching and conversion of multiple document formats including but not limited to: PDFs, Word documents, WordPerfect documents, JPEGs and PDF/A.		

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#	Description of Capability	Included	Note
30.	Ability to remove an attached document before submitting the filing.		
31.	Provides a prompt to the filer to confirm that the filer intends to proceed with the filing before submission.		
32.	Ability to submit filings to initiate new cases with a minimum amount of information (i.e., “quick filing”), to be followed by a subsequent filing with more details.		
33.	Ability for filers to check on the status of a filing.		
34.	Ability for users to list all of their own filings.		
35.	Ability to submit filings for multiple cases in one submission (also known as “mass” or “bulk” filings), including the ability to attach one or more documents to each case.		
36.	Ability to submit one document that is filed against multiple cases (e.g., substitution of counsel in more than one case).		
37.	Ability for a filer to submit filings on an existing case for which they have not previously filed (e.g., a new attorney assigned to a case).		
38.	Ability to indicate whether an appeal is to be on the “Regular” or “Accelerated” calendar when filing is submitted.		
39.	Ability for filers to modify and resubmit submissions which have been rejected.		
40.	Ability for filers to indicate # of pages submitted in each document.		
3.3	COURT SUBMISSION CONTROL and ADMINISTRATION		
41.	Ability to support filing of scanned documents of litigants not required to use e-filing or exempted from the requirement.		
42.	Ability to direct filers to appropriate web pages that display specific rules and restrictions for the selected court.		
43.	Ability to require that specific information be provided when a new case is initiated (e.g., parties; court and original case number for an appeal, etc.) and with each document (e.g., number of pages in each document).		

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#	Description of Capability	Included	Note
44.	There is no e-filing limit on the number of parties to be included in a case (i.e., any limit is determined by the CMS).		
45.	Ability for a court's judicial officers and staff to submit orders or notices as electronic filings, and to finalize a proposed order and file it.		
46.	Displays an up-to-date register of filings within a configurable time period that filings are available in the e-filing system, beyond which period access is available through the court's case management system.		
47.	Ability to identify high-priority documents that are to be routed to a high-priority queue (e.g., a motion filed before someone is released from jail).		
48.	Ability to record time stamp and other information on filed documents (e.g., time and date of filing, case number, clerk identification code, unique identifier for the actual document, attorney code number, judge assignment).		
49.	Verifies page count for attached documents at time of filing.		
3.4 INTEGRITY CONTROLS			
50.	Automatically acknowledges receipt of filing, pending clerk review.		
51.	Records all dates and times needed to apply each court's rules governing the date and time that a filing is deemed to occur for that court.		
52.	Assigns a unique identifier for each filing transaction upon receipt.		
53.	Provides error messages and correction options if the submission is not in accordance with the court's rules, policies and requirements.		
54.	Sends a message immediately to the filer and holds the filing for submission when the court's case management system is not operational.		
55.	Ability to support assessment of filings before the clerk's official review of "formal compliance" (i.e., entry of all required data fields including case number, filer status, filing party, case type, document types, other elements required for populating the clerk's database), and notify filer with an appropriate message if non-compliant.		

#	Description of Capability	Included	Note
56.	Ability to support determination before the clerk's official review that filings are invalid (e.g., wrong case number, wrong attorney, wrong jurisdictional amount, motion for expungement on wrong case type), and notify filer with an appropriate message if invalid.		
57.	Maintains a log of non-compliant and invalid filings with reason for rejection.		
58.	Ability to ensure/verify that submitted documents have not been corrupted during upload, and issue an alert if they may have been.		
59.	Issues an alert to the filer if the CMS is down at the time of the filing.		
4.0 SUBMISSION REVIEW BY CLERK			
60.	Provides for review of received data and/or documents by staff before acceptance.		
61.	Ability to support automated acceptance of designated filings based on predefined criteria established by the courts (i.e., "turn off" clerk review).		
62.	Automatically docket a filing and issues a notification to filer and all designated parties when a filing is formally accepted, and provides court-defined information to the filer (e.g., case number, a link to the filed document image(s), notes or comments provided by the person who processed the filing).		
63.	Automatically issues a notification to the filer when a submission is rejected, with the ability to include notes or comments from the person who processed the submission rejection in the notification.		
64.	Ability for authorized individuals to take multiple actions on a submitted filing, including indicating acceptance or rejection, making notes, and/or requesting further information .		
65.	Ability for reviewer to send notes or comments to filer before or after accepting a filing (e.g., to inform filer why a filing has not been accepted, to request the filer take additional action) .		

#	Description of Capability	Included	Note
66	Filers of time-sensitive requests (e.g., continuances submitted ten minutes before a hearing) are notified that while the request has been submitted, the request may not be approved in the timeframe requested.		
5.0 WORKFLOW			
5.1 WORK QUEUES and LISTS			
67	Ability to establish work queues based on one or more categories such as: role (e.g., clerk, bailiff, judicial officers, assignment office, external entity), case type (e.g., all appeals go to one queue, all mandamus filed in the court of appeals go to another queue), or filing type (e.g., arraignment, execution) .		
68	Queues are accessed by either a single or multiple court users based on user profiles.		
69	Ability to automatically route submissions according to pre-defined business rules (e.g., some documents automatically go to assignment office for a date before being filed with the clerk; documents filed by a magistrate go to the appropriate judge for approval before filing).		
70	Ability to move time-sensitive or other high-priority documents to the top of a user or workgroup queue dependent on time-based and other defined rules.		
71	Ability for users to direct any document in their work queue to any other individual or workgroup queue (e.g., the staff for a particular judicial officer).		
72	Ability for authorized individuals (e.g., judicial officers) to replace a submitted document (e.g., a proposed order from an attorney) before acceptance with a new version of that document (i.e., a revised order).		
73	Ability to list all submissions and filings from a particular organization or agency (e.g., law firms, prosecutor's office, public defender's office).		

#	Description of Capability	Included	Note
74.	Issues a notification to the filer when a submitted document is routed for further action before acceptance.		
75.	Ability for users to send notes which do not become part of the case record when forwarding a document to.		
5.2 ALERTS and TICKLERS			
76.	Ability for users to set ticklers and reminders regarding documents in a user or workgroup queue needing action based on user-specified variable timing requirements (e.g., future action required in nnn days; no action on a submission has been taken in nnn days, etc.), with an alert or notification issued when the timing criteria has been reached.		
77.	Ability to designate email addresses (multiple) where user-defined alerts / reminders should be routed.		
6.0 DOCUMENT MANAGEMENT & CONVERSION			
78.	Data and documents associated with a filing are stored in a queue until approved or rejected.		
79.	Automatically converts submitted documents to searchable PDF when a filing is accepted or a judge files a Word document, stamps each page with court-defined information (e.g., time and date of acceptance, case number, doc ID) and stores the PDF/A in the appropriate DMS .		
80.	Ability to ensure/verify that electronic documents are not modified during the conversion process (other than the inclusion of court-defined content stamped on the document).		
81.	Places submissions into a temporary queue for later processing in the event the filing front-end of the system is up but the back-end (e.g., server transmission line) is down, and automatically completes the submission when the data server is back up.		
82.	Allow the e-filing party to identify documents made confidential by statute, court rule, or court order and store them in the DMS with an appropriate level of security.		

#	Description of Capability	Included	Note
83.	Allow the e-filing party to electronically submit documents under temporary seal pending court approval of the party's motion to seal, and store them in the DMS with an appropriate level of security based on the court's order.		
84.	Allow the e-filing party to electronically submit documents for <i>in camera</i> viewing by the court, and store them in the DMS with an appropriate level of security based on the court's order.		
85.	Allow a judge to designate a filed document as sealed and automatically notify parties of the designation.		
86.	Ability to delete documents in accepted filings which had not been converted and stored in a DMS.		
87.	Ability to remove documents from the active docket and move to another secure location and other case information which may exist in the e-filing system when a case is expunged.		
88.	Ability to print copies of documents on demand.		
7.0 COURT PAYMENTS			
89.	Supports changes in filing fees and access changes from current CMS		
90.	Ability for the courts to designate a required method of payment for specific case types (e.g., credit card, debit/ draw-down account, "pay at counter").		
91.	Calculates and displays fees based on a predefined fee schedules in the appropriate CMS (e.g., fees based on various criteria including type of case, type of service, number of pages in service documents).		
92.	Ability for filers to provide an indication that a fee waiver request order has previously been approved.		
93.	Automatically notifies filer of updates to a fee amount if a clerk makes a change to a filing that causes fees to change.		
94.	Maintains a log of financial transactions for filings.		

#	Description of Capability	Included	Note
95	Checks at time of submission for confirmation of a fee waiver if filer indicates that a fee waiver request order has been approved. If found, the submission is allowed. If not found, a prompt is issued to either provide a method of payment or contact the court.		
96	Automatically waives fees based on the user profile of the filer (e.g., courts and defined agencies are not subject to a filing fee).		
97	Prevents submission (i.e., the submission never reaches the clerk review queue) if no form of payment and no request for waiver is included with filings that require payment.		
98	When a debit account is used for payment, checks availability of funds at time of submission and "reserves" or places a hold on the funds.		
99	When a credit card is used for payment, automatically initiates an authorization request transaction.		
100	Tracks authorization number provided by credit card processing bureau.		
101	Submission is prevented if a debit account does not contain adequate funds for the filing or if credit card authorization is not received.		
102	Fees charged for using credit cards are disclosed to filer when payment by credit card is selected.		
103	Fees are charged to the debit account or credit card when the filing is accepted.		
104	Ability for each court to use a different credit card processing bureau for their cases.		
8.0 SERVICE and NOTICE			
105	Ability for registered users to define a default method for notifications to be sent to them (e.g., one or more email addresses).		
106	Ability to define a required method of notification or service for specific document types.		
107	Ability to select multiple methods of service for each party.		
108	Ability to indicate which party is to receive each document, and the manner in which service is to be performed (e.g., personal service, electronically, certified mail).		

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10	Ability to identify non-electronic filing parties to whom non-electronic service must be provided.		
11	Ability to define recipients to receive all notifications of a particular filing type (e.g., legal newspaper receives notification of certain documents filed by an agency).		
11	Ability to distribute service copies by email to registered parties and others defined to receive service electronically.		
11	Ability to send outbound notifications to any email service or workgroup product.		
11	Automatically tracks service return status for each document and issues notifications when a proof of service is filed.		
11	System log tracks the date and time of each notice sent to any party.		
11	Automatically creates a certificate of service docket entry in the appropriate court's case management for the document served electronically.		
11	Ability to add new parties (and participants) to a case, remove parties and modify parties at any time that update the CMS.		
9.0 E-FILING INTEGRATION WITH OTHER APPLICATIONS			
9.1 GENERAL			
11	Data exchanges/ Interface transactions are logged.		
11	Bi-directional data exchanges.		
9.2 CASE MANAGEMENT TRANSACTIONS			
11	Reads data in submitted documents (forms and attached Word templates, PDFs, etc.) and verifies that information against the CMS (e.g., case number).		
12	The appropriate CMS is updated automatically with data contained on screen forms and attached documents when the submission is approved. Such data may include case information, parties and/or other information relevant to the filing.		
12	Automatically docket accepted filings in the appropriate CMS, including docket for single documents which result in docket entries in multiple cases.		

#	Description of Capability	Included	Note
122	Verifies attorney information (e.g., bar number) stored in the CMS upon submission of a new case filing.		
123	Automatically creates and docketed an electronic certificate of service in the appropriate CMS when served.		
124	Updates CMS information in e-filing system (e.g., party information, case track assigned by judge/magistrate, court dates, Timeline for Actions/case schedule).		
125	Ability to process filings on cases which have been consolidated in each CMS.		
126	Ability to process filings on cases which have been split in each CMS.		
9.3 DOCUMENT MANAGEMENT TRANSACTIONS			
127	Documents submitted to the Common Pleas court are converted to PDF/A at the time of acceptance, stamped with Common Pleas court-defined content (e.g., date and time, image number obtained from the DMS, etc.), and stored in the Common Pleas DMS. The e-filing system then provides the image number to the CMS to enable access.		
128	Documents submitted to Probate court are converted to PDF/A at the time of acceptance, stamped with Probate court-defined content (e.g., date and time, case number, etc.), and stored in the Probate court's DMS. The e-filing system then provides the image number to the CMS to enable access.		
129	Documents previously held from the conversion process are automatically converted, stamped and stored in the appropriate DMS when case status in either CMS changes to a specific code.		
9.4 FINANCIAL TRANSACTIONS			
130	Ability to integrate with credit/debit card bureau processing systems for automatic balance checking when a filing is submitted (e.g., Official Payments).		
131	Posts filing fees for Common Pleas cases to the Clerk's CMS.		
132	Posts filing fees for Probate cases to the Probate Court's CMS.		
9.5 PROSECUTOR CMS TRANSACTIONS			

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#	Description of Capability	Included	Note
133	Ability for Prosecutor's CMS to deliver documents in bulk.		
10.0	SECURITY		
10.1	ADMINISTRATION and CONTROLS		
134	Ability to define role-based groups for filing, filing review and document handling processes.		
135	Ability to define, manage and control (i.e., assign and revoke) user rights and authorizations (e.g., the information any individual user can view, edit) via role-based security profiles.		
136	Ability to restrict who can submit initial filings to initiate cases based on specific case types (i.e., only prosecutor, municipal courts and sheriff department users may submit filings that initiate criminal cases).		
137	Performs a virus check on every document submitted via the e-filing system.		
138	Ability to activate and deactivate security authorizations at any time, including audit trails of changes.		
139	Ability to establish rules that govern what a password can be (e.g. cannot use portion of last password, cannot use user ID as password, cannot use own name).		
140	Ability to encrypt passwords and prevent them from display and printing.		
141	Ability to retain history associated with a user name even after that user name is deleted or deactivated.		
142	Ability to prevent deleted/deactivated user names from being re-used.		
143	Immediately enact security changes made by administrators (i.e., restart is not required to effect security changes).		
144	Ability to logout from system at any time from any screen.		
145	Ability to set system-wide time-out limits .		
146	Ability for an administrator to immediately "terminate" an end-user's session.		

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14	Ability to log and track all activities and actions (e.g., submission, acceptance/rejection, forwarding for further action, log on, log off, failed access, administration actions such as table updates).		
14	Ability to prevent access after a configurable number of failed access attempts.		
14	Ability to generate e-filing administration reports (e.g., activity, inactivity, audit trails) .		
15	Ability to establish a hierarchy for security profiles.		
15	Ability to assign an individual to multiple security profiles.		
15	Ability to require that passwords be changed at configurable intervals (e.g., 90 days) with prompts issued to users as the interval approaches.		
15	Ability to limit or allow access to filings and/or work queues based on court, case type and/or role (e.g., only the clerk(s) authorized to process adoption can access adoption filings in the queues).		
15	A security profile with active users cannot be deleted or deactivated.		
10.2	SIGNATURE and AUTHENTICATION		
15	Ability to impose an identifier (e.g., “/s/”) indicating the electronic signature of the filer who electronically signed a document.		
15	Ability to impose an identifier (e.g., “/s/”) or a digitized image of a judicial officer’s signature on a document signed electronically.		
15	Ability for one person to “sign” a document on behalf of another (e.g., a bailiff may be directed to sign/approve an order under the authorization of the judge).		
15	Ability to incorporate the use of signature pads to obtain “point-of-sale” signatures, whether the individual is logged into the system (e.g., a judicial officer) or not (e.g., a defendant in a courtroom setting) .		
10.3	CASE and DOCUMENT CONFIDENTIALITY		
15	Ability to configure multiple levels of case level, event level and document level security.		

#	Description of Capability	Included	Note
160	Restricts access to submitted documents until they are accepted, so that only submission reviewers and the filer can access the documents, based on one or more of the following: <ul style="list-style-type: none"> • case type (e.g., adoptions, juvenile); • document type (e.g., pre-sentence reports); • data (e.g., witness or complainant names or addresses in protective orders) 		
161	Ability for filers to submit both original and redacted versions of a document containing confidential information (e.g., SSN) .		
162	Ability to change the confidentiality status for any or all documents in a case.		
11.0	DATA ENTRY CONTROLS and ADMINISTRATION		
11.1	DATA ENTRY		
163	Uses standard word processing capabilities (e.g., word wrap, backspace, delete, undo, insert, overtype, etc.) in free-form text fields.		
164	Dynamically displays additional fields based on entered data (e.g., the next line for additional data is displayed when one line is filled in).		
165	Ability for data entry in designated fields to automatically generate a prompt for further action associated with that field (e.g., to schedule a next event).		
166	Automatically validates that correct formats are used for data entered into designated fields (e.g., when data needs to be validated by either CMS) .		
167	Ability to designate and highlight mandatory data entry fields and prevent the user from proceeding to the next screen until valid information is entered.		
168	Ability to paste copied data into screen forms, online PDFs and Word templates.		
11.2	TABLE ADMINISTRATION		

#	Description of Capability	Included	Note
169	Ability to define relationships between data fields (i.e., if data is entered in one field, data must exist or be entered in the related field).		
170	Provides table-driven and rule-driven screens for administration functions (e.g., defining user profiles, managing lists of values).		
171	Ability to edit tables and lists (i.e., entry and updates of codes and descriptions) without programming.		
172	Ability to update tables and lists (i.e., entries can be inserted, removed, or modified) at any time without impacting filings which have used values subsequently updated.		
173	There is no unreasonable limitation to the number of entries which can be made in each table or list of values.		
174	There is no unreasonable limitation to the number of fields that can be included in any table or list of values.		
11.3	ONLINE FORM ADMINISTRATION		
175	Stark County staff will be able to modify online PDF documents and Word templates used by filers without vendor assistance.		
176	Stark County staff will be able to make minor changes to screen forms used by filers without vendor assistance.		
12.0	GENERAL TECHNICAL CONSIDERATIONS		
177	Application DBMS is Oracle at the generally available release.		
178	The application is entirely browser-based. Users do not need to install any software other than a web browser to use it.		
179	Any browser (e.g., IE, Safari, FireFox) can be used to submit filings.		
180	Using the application does not prevent end-users from concurrently starting or accessing other applications (including other browser-based applications) from their computers.		
181	Application architecture provides capabilities for high volume filers to file large numbers of documents and attachments at one time ("mass filing").		

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182	Application is able to run in a "virtualized" environment.		
183	Application is able to be remotely accessed by the vendor through a VPN connection (or other means of secure remote access) for remote support.		
184	Ability to define system-wide function keys (e.g., F1=help).		
185	Application run-time environment does not require an active "administrator" session or manual processes to execute.		
186	Log-on by Stark County employees is capable of being authorized via single-sign capabilities upon log on to the County's network.		
187	Application is capable of being incorporated into an enterprise backup configuration for automated backups.		
188	Application is capable of being replicated offsite without taking it off-line.		
189	Any sorting by date is based on the YYYY-MM-DD algorithm.		
190	Time is consistently displayed throughout the system (i.e., either in conventional or military time format).		
191	Application is capable of mobile access.		
13.0	HELP and VENDOR SUPPORT		
192	Help menu is consistent with industry-standards for online documentation (e.g., contents, index, "What's This?", searching).		
193	Helpful information is displayed in a consistent location on each screen including, but not limited to: current date and time; screen name or identifier code; error message; function and alt-function keys, etc.		
194	Application provides field-level help.		
195	Ability to identify words on screen for which definitions or additional information will be provided (e.g., displayed via hovering).		
196	Ability for Stark County to customize error messages and augment help text at any time		

#	Description of Capability	Included	Note
19	Ability to issue broadcast messages to users when they log on, to inform them of policy and procedure changes relative to e-filing		
19	Users are notified of "What's New" (revisions, additions, deletions) when accessing documentation which has been updated		
19	Ability to use external help authoring software to build help content		
20	Ability to import and index full-motion videos and audio clips as online documentation for help or training purposes		
20	Vendor-provided documentation is available in electronic format and can be included in the help materials		

C. E-filing User Scenarios

These functions require some interface with the CMS and the DMS, and without interfaces cannot be fully demonstrated. Screen shots and “talking through” the process may suffice.

C.1 Set Up E-filing Account

1. Enter attorney name and other information
2. Complete registration process and receive confirmation account set-up
3. Display court’s roster of attorney registrations

C.2 Attorney E-filed Civil Case Initiation with Fee Payment

1. Extract filer name from cover sheet, confirm filer status and verify fee payment arrangements
2. Acknowledge receipt and save it as tentatively accepted, time-stamp (endorse), with docket entry
3. Clerk reviews and makes acceptance/rejection decision
4. Alternative: Notify filer of reasons if rejected, with docket entry
5. Obtain and record fee payment, with docket entry
6. Alternative: Request for fee waiver similar to “Attorney E-filed Proposed Order” scenario below
7. Initiate case - assign case number, make entry in docket
8. Search master name index for possible matches
9. Clerk selects suggested information, or else accepts/adds new party information
10. Steps (#8) and (#9) repeat for each party added
11. Save documents in case with docket entry
12. Generate service documents and route or -email to Sheriff Division for service, with docket entry

C.3 Attorney E-filed Proposed Order (Civil)

1. Extract filer name from cover sheet and confirm filer status (assume no fee)
2. Acknowledge receipt and save it as tentatively accepted, time-stamp (endorse), with docket entry
3. Clerk reviews and makes acceptance/rejection decision (notify filer of reasons if rejected) , with docket entry
4. Send the proposed order to the designated workgroup's queue for review, with docket entry
5. Judge reviews proposed order and signs it electronically or returns it with instructions, with docket entry, and sends to clerk, with docket entry
6. Save documents in case with docket entry
7. Generate service documents and route or email to Sheriff for service, with docket entry

C.4 Attorney E-filed Motion (Civil or Criminal)

1. Extract filer name from cover sheet and confirm filer status (assume no fee)
2. Acknowledge receipt and save it as tentatively accepted, time-stamp (endorse), with docket entry
3. Clerk reviews and makes acceptance/rejection decision (notify filer of reasons if rejected) , with docket entry
4. Send motion to designated workgroup queue for appropriate action (e.g., set hearing)
5. Save documents in case with docket entry
6. Serve documents on registered users, with docket entry for each; if there is a non-registered recipient, notify filer that non-registered party must be served by other means, with docket entry

C.5 Attorney E-filed Pleading Not Adding Parties

1. Arrangements (assume fee applies)
2. Acknowledge receipt and save it as tentatively accepted, time-stamp (endorse), with docket entry
3. Obtain and record fee payment, with docket entry
4. Save documents in case with docket entry
5. Serve documents on registered users, with docket entry for each; if there is a non-registered recipient, notify filer that non-registered party must be served by other means, with docket entry

C.6 Mass Case Operations

1. Enter first filing for a collection agency as plaintiff (high volume filer)

2. Show method of entering multiple e-filed documents and attachments at one time ("mass e-filing")

C.7 Document Creation Process for Self-Represented Litigants

1. Enter person name, mailing address or e-mail address (optional) and other identifying information
2. Complete registration process and receive confirmation account set-up
3. Person enters information relating to the claim and submits it to system
4. Acknowledge receipt and save it as tentatively accepted, time-stamp (endorse), with docket entry
5. Clerk reviews and makes acceptance/rejection decision
6. Alternative: Notify filer of reasons if rejected, with docket entry
7. Initiate case - assign case number, make entry in docket
8. Search master name index for possible matches
9. Clerk selects suggested information, or else accepts/adds new party information
10. Steps (#8) and (#9) repeat for each party added
11. Generate service documents and route or email to plaintiff for service, with docket entry

C.8 Prosecutor E-Filed Criminal Case Initiation

1. Criminal complaints may be imported through an interface with the prosecutor's CMS
2. Clerk would initiate each case after reviewing the complaint.
3. Prosecutor would make subsequent filings in criminal cases through this E-filing System, or through the interface.

C.9 Adult Criminal Protocol

1. Stark County Grand Jury uploads indictment or No-Bill in PDF form through interface.
2. Clerk of Courts reviews indictment and initiates case.
3. INTERFACE MUST ALLOW OPTIONS FOR IN CUSTODY, SECRET INDICTMENT, REFERENCE BACK TO MUNICIPAL COURT CASE NUMBER, DIRECT INDICTMENT (Generates Notice to Municipal Court Prosecutor's Office that the Defendant was directly indicted so preliminary hearing can be canceled)
4. Notices sent electronically to the Stark County Prosecutor's Office & Stark County Sheriff's Office if in Custody of Arraignment Date or Notice of No Bill
5. Arraignment Judge/Magistrate Completes electronic form entering Not Guilty
6. Plea, appointing counsel and setting Pre-Trial (Drop Down Menu Form)
7. Arraignment Entry is sent electronically to the Prosecutor and Defense Attorney if Defense Attorney is registered with Court (Suggest Registration with Court required for Court Appointment)

8. Subsequent Motions & Documents to be filed by and served on Prosecutor's Office Electronically
9. Registered Defense Counsel to be served electronically
10. SYSTEM MUST ALLOW FILINGS BY PROSECUTOR TO BE DESIGNATED AS FOLLOWS
 - a. IN CAMERA (Judge Only)
 - b. COUNSEL ONLY (Judge + Counsel Only)
 - c. PUBLIC

(System could default to public but allow via check box one of the other two options)